

MODEL MAJOR DUTY  
DISTRICT SMALL BUSINESS SPECIALIST  
Part Time Position

Serves as advisor to the district commander and other district staff members on all policy and procedural issues related to small, small disadvantaged, historical black colleges and universities and minority institutions, historically underutilized business zone empowerment contracting, and women-owned small business programs (collectively referred to as the Small Business Program). Plans, directs, and exercises staff supervision over program performance of the Small Business Program functions of the district in accordance with existing statutory and regulatory directives and USACE and MSC policy statements. Interprets and implements higher authority decisions and directives that affect the Small Business Program and develops new or revised procedures to assure compliance. Establishes and maintains a small business contractor source file. Obtains resource materials from entities such as the Small Business Administration (SBA) and the Minority Business Development Agency that assist with identification of potential sources. Serves as an advocate for the Small Business Program, actively seeking opportunities to set-aside requirements for the small business, 8(a), and HUB Zone programs. Actively markets the Small Business Program to management and technical staff. Plans for both immediate and long-range objectives. Guides and directs district activities toward the accomplishment of statutory and regulatory policies. Develops, controls, coordinates and publishes district Small Business Program objectives. Reviews all procurement requisitions over the statutory simplified acquisition threshold for the Small Business Program. When appropriate, reviews procurements below the threshold to ensure that the statutory set-aside is being used. Ensures compliance with Small Business Program policies, procedures and regulations. Reviews all proposed contracts over the subcontracting plan threshold to make recommendations for subcontracting possibilities. Reviews requests for approval of determinations that no subcontracting opportunities exist. Reviews all proposed subcontracting plans and master subcontracting plans submitted by large businesses to determine if they meet contract requirements. Recommends approval/disapproval of the plans to the contracting officer.

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